

**REQUEST FOR PRORATION OF VALUES & TAXES FOR TAX YEAR \_\_\_\_\_**

ORS 311.280(1)

**Please note that this form must be completely filled out in order for the proration to be calculated.**

<b>Instrument No:</b>		<b>Date Recorded:</b>	
<b>Original Account No(s):</b>		<b>Map &amp; Tax Lot No:</b>	

**Lot 1**

**Lot 2**

**Lot 3**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Daytime Telephone Number

\_\_\_\_\_  
Daytime Telephone Number

\_\_\_\_\_  
Daytime Telephone Number

**Est. Acreage:** \_\_\_\_\_

**Est. Acreage:** \_\_\_\_\_

**Est. Acreage:** \_\_\_\_\_

If more than three lots are being created, please use another sheet of paper and provide the same information for the additional lots.

The requestor must provide the Assessor's office with adequate information to determine the size(s) of the new lots and where any and all buildings are located. Please use the space indicated on the reverse to draw a representation of the old and new configuration (refer to the example and legend provided). **With regard to the structures, if more than one of the same kind is depicted, please indicate the approximate size, year built, and/or number of stories to help in distinguishing one from another.** If you need more space, please use a separate sheet of paper.

This request is only for the purposes of prorating taxes based on information provided by the taxpayer. **The actual division of the property on the assessment & tax roll cannot be done unless all taxes have been paid.**

**BE SURE TO READ THE INSTRUCTIONS ON THE BACK OF THIS FORM BEFORE SIGNING.**

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Daytime Telephone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Fax Number

Department of Assessment & Taxation • 125 East Eighth Avenue • Eugene, OR 97401  
(541) 682-4321 10 am to noon and 1 pm to 4, Monday through Friday

## INSTRUCTIONS FOR FILLING OUT REQUEST FOR PRORATION OF VALUES & TAXES

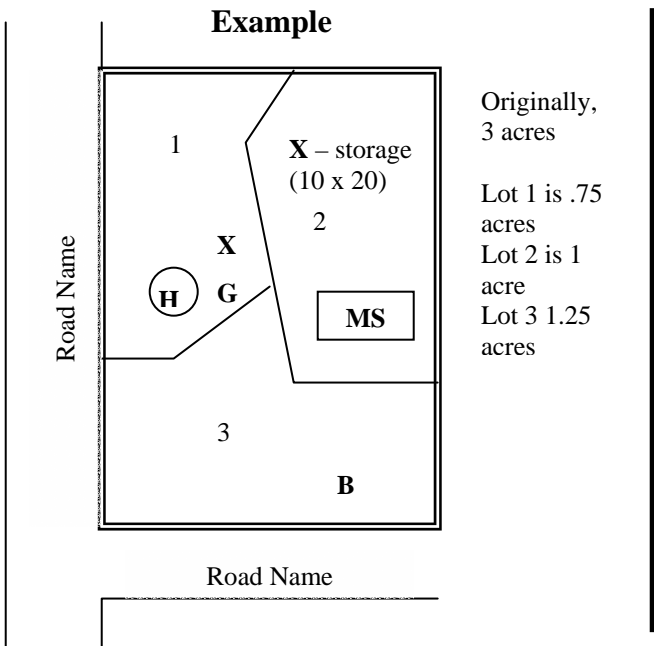
The original **account number** and **map and tax lot number** can be found on the tax statement or a policy of title insurance. The map number consists of township, range, section, subsection and parcel number. The account number is on the tax statement at the top, just left of center.

Similar to the example provided, use the legend to depict the old and new configuration of the land as well as the location of all structures. Provide information such as how many stories the house has, the year built, the size of the manufactured structure or outbuilding, etc. Use an additional sheet of paper if necessary. It is the requestor's responsibility to provide the Assessor's office with adequate information on which to calculate the proration. A copy of the minor partition map filed with the appropriate Planning Department or a copy of the tax map with the new parcel(s) drawn in may be used instead. The acreage(s) and structures must still be located as instructed above.

**A copy of the instrument of sale, mortgage, etc. must accompany the request for proration.**

**NOTE: ALL ACTUAL DIVISIONS ARE DONE IN THE SEQUENCE OF THE RECORDING DATES PROVIDED ALL DELINQUENT TAXES HAVE BEEN PAID PRIOR TO RECORDING.**

If the Assessor's Office has not completed the division of this property by the following tax year, it will be the responsibility of the taxpayer to request another proration.



- |                      |                        |  |
|----------------------|------------------------|--|
| Original Parcel Line | House                  | <b>G</b> Garage  |
| New Parcel Line      | Manufactured Structure | <b>B</b> Barn  |
|                      |                        | <b>X</b> Outbuildings (Woodshed, Hay Cover, Storage – please indicate) |